

Nursing CDF Expiration Alert

In order to notify RN staff of their certification expiration date, they will receive an alert message on their HBS homepage. Alert messages are refreshed once per quadri-weekly cycle during the CDF payment process. There are two different messages:

- Alert displayed when CDF expires within the next two quadri-weekly cycles:
 - ***WARNING*** Your Certification Differential will expire on %DATE. (Message sent on MM/DD/YYYY)**
- Alert displayed when CDF expires within the next quadri-weekly cycle:
 - ***WARNING*** Your Certification Differential will not be paid on the next Certification Cycle (mm/dd/yyyy). Please renew Certification and provide a copy for your files. (Message sent on MM/DD/YYYY)**

mm/dd/yyyy Pay period end date of the next quadri-weekly pay cycle
 MM/DD/YYYY Date the alert message was created and sent to the users
 %DATE CDF expiration date

Alert displayed when CDF expires within the next two quadri-weekly cycles (8 weeks)

Messages	
Payroll Message(s)	
Pay Period 03 (7/25/2010 - 8/7/2010) Timesheet Deadline Wednesday 8/11/2010 12:00 PM Noon	
<small>APPROVERS PLEASE NOTE: IF YOUR EMPLOYEES DO NOT SUBMIT THEIR TIME SHEETS, YOU NEED TO ENTER THEIR NORMAL STANDARD HOURS AND APPROVE THEIR TIME SHEETS</small>	
Documents	
Payroll Department Contact List	Financial Services Payroll Newsletters
HBS Frequently Asked Questions	HBS Training Manual
HBS Instruction Sheets	At Your Service Online
2011 Calendar	2010 Calendar
Announcements	EO Request

*****WARNING*** Your Certification Differential will expire on 09/30/2010. (Message sent on 09/02/2010)**

Alert displayed when CDF expires within the next quadri-weekly cycle

Messages	
Payroll Message(s)	
Pay Period 03 (7/25/2010 - 8/7/2010) Timesheet Deadline Wednesday 8/11/2010 12:00 PM Noon	
<small>APPROVERS PLEASE NOTE: IF YOUR EMPLOYEES DO NOT SUBMIT THEIR TIME SHEETS, YOU NEED TO ENTER THEIR NORMAL STANDARD HOURS AND APPROVE THEIR TIME SHEETS</small>	
Documents	
Payroll Department Contact List	Financial Services Payroll Newsletters
HBS Frequently Asked Questions	HBS Training Manual
HBS Instruction Sheets	At Your Service Online
2011 Calendar	2010 Calendar
Announcements	EO Request

*****WARNING*** Your Certification Differential will not be paid on the next Certification Cycle (09/18/2010). Please renew Certification and provide a copy for your files. (Message sent on 09/02/2010)**